

April 14, 2005

Consulting Firm
Address
PO Box
City, State Zip Code

Re: Annual Site Reporting/Occurrence Classification

Dear Consulting Firm:

This year's Annual Site Reporting can be completed and submitted entirely on the Internet. The reporting period begins on May 1, 2005. The deadline for completion and submittal will be 30 days after the effective date of the revised Comm 47, Wis. Adm. Code, which is anticipated to be implemented during the summer of 2005. A follow-up notification will be made regarding the deadline in the PECFA Post and on the PECFA Annual Site Reporting Page webpage.

If you have completed the reporting process in previous years, you will notice that user IDs and passwords are not required, and that the questions have been revised from previous years. A link to the Tracker Database is available on the application to allow you to search for the sites/occurrences you need to report on. Sample pages of each of the sections containing all questions are also available on the website. PECFA recommends that you read the sample pages ahead of time to familiarize yourself with the questions. Note that you must complete the process for each occurrence once you begin, otherwise you can not submit the information, resulting in noncompliance. Therefore, in order to minimize your time on entering information, we recommend that the answers be prepared ahead of time for each occurrence you are reporting on.

As you proceed through the reporting process, you will notice that fewer questions are required for some occurrences, while others have more. All open occurrences are required to complete the first section. All open occurrences, except for those that have been through the public bid process, or those where the release was from a home heating oil tank, are required to complete the second section.

You can access the reporting application by opening the *Annual Site Reporting Page*, which is available on the *PECFA homepage* (<http://www.commerce.state.wi.us/ER/ER-PECFA-Home.html>). When you open the *Annual Site Reporting Page*, you will notice that there are several resources available to help you complete the reporting process successfully and efficiently. Such resources include Suggestions/Tips For Reporting, Frequently Asked Questions (FAQ's), and sample question pages including each question for each section you will be required to complete.

If you have questions and/or suggestions regarding the form or process, please contact us by email at siteclassification@commerce.state.wi.us, or call Shawn Wenzel at (608) 261-5401.

We appreciate your comments and other input. Such information will assist us in making improvements to the reporting process during subsequent years. Thank you for your compliance.

Sincerely,

A handwritten signature in black ink, appearing to read "Oscar Herrera", with a horizontal line drawn underneath it.

Oscar Herrera, Director
Bureau of PECFA